

**CHECKLIST FOR PROJECT OFFICER  
INTERAGENCY AGREEMENT PROJECT FILE**

**T** or NA

**EXMT-4-1#      General Information**

**EXMT-4-2#      Origination and Award**

- |    |   |       |
|----|---|-------|
| 1. | Record of discussions and contacts with all potential sources and the resulting decision.   | _____ |
| 2. | Copy of the <b>fully executed</b> Interagency Agreement (EPA 1610-1).   | _____ |
| 3. | Copy of Commitment Notices (EPA 2550-9).  | _____ |
|    | <b>FUNDS OUT ONLY</b>   |       |
| 4. | Quality Assurance Review  | _____ |
|    | <b>FUNDS OUT ONLY</b>   |       |
| 5. | Decision Memorandum.  | _____ |
| 6. | Statement of Work.  | _____ |
| 7. | Travel Certification (see <i>Managing Your Financial Assistance Agreement</i> , page 8.11, and 9-30-96 memo from Gary Katz, " IAG Decision Memo Guidance...). | _____ |
| 8. | Statement of Compliance with the Federal Grant and Cooperative Agreement Act (see <i>Managing Your Financial Assistance Agreement</i> , page 8.11).           | _____ |

**EXMT-4-3#      Execution**

- |    |  |       |
|----|--|-------|
| 1. | Copy of <b>approved</b> QA Program Plan or QA Project Plan.                    | _____ |
|    | <b>FUNDS OUT ONLY</b>  |       |
| 2. | Copy of all <b>fully executed amendments</b> (EPA Form 1610-1).                | _____ |
| 3. | Evidence of property management.   | _____ |
|    | 3.1. Approval of property purchases <b>not identified</b> in the original IAG. | _____ |
|    | 3.2. Other documentation related to property management.                       | _____ |
| 4. | Evidence of project monitoring.  | _____ |
|    | 4.1. Copies of progress reports.   | _____ |
|    | 4.2. Trip reports documenting site visits.                                     | _____ |

- 4.3. Documentation of meetings, telephone calls, etc., that have a **significant bearing** on project performance. (Include changes in subcontractors, budget adjustments, revisions to the SOW, changes in product delivery dates, etc. If in doubt, include it.)

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- 4.4. Invoices from servicing agencies.

**FUNDS OUT ONLY**

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- 4.5. Documentation of how funds were spent by reimbursable account.

**FUNDS IN ONLY**

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- 4.6. Documentation of performance problems and notification to the Grants Specialist

**FUNDS OUT ONLY**

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- 4.7. Results/reports of systems or performance audits or both, if required

**FUNDS OUT ONLY**

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- 4.8. Review and acceptance of deliverables.

**FUNDS OUT ONLY**

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- 4.9. Transmittal of deliverables to other agency.

**FUNDS IN ONLY**

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**EXMT-4-4#      Close-Out**

1. Review/Acceptance of final product.

**FUNDS OUT ONLY**

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2. Transmittal of final product to other agency.

**FUNDS IN ONLY**

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3. Copy of close-out request to the Grants Specialist.

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4. Copy of final equipment disposition.